

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

|  |  |   |                      |
|--|--|---|----------------------|
| (1) DEPARTMENT<br>Planning and Building  | (2) MEETING DATE<br>8/11/2015                    | (3) CONTACT/PHONE<br>Trevor Keith, Deputy Director / (805) 781-1431 and<br>Tami Douglas-Schatz, Director, Human Resources<br>(805) 781-5959 |                      |
| (4) SUBJECT<br>Submittal of a resolution amending the Position Allocation List for Fund Center 142 - Planning and Building to delete 2.0 FTE vacant Limited Term Planner positions and add 1.0 FTE Limited Term Supervising Planner and 1.0 FTE Limited Term Senior Planner position. All Districts.   |  |   |                      |
| (5) RECOMMENDED ACTION<br>It is recommended that the Board approve, and direct that the Chairperson sign the resolution amending the Position Allocation List for the Planning and Building Department to delete 2.0 FTE vacant Limited Term Planner positions and add 1.0 FTE Limited Term Supervising Planner position and 1.0 FTE Limited Term Senior Planner position. |  |   |                      |
| (6) FUNDING SOURCE(S)<br>Grants  | (7) CURRENT YEAR FINANCIAL IMPACT<br>\$16,114.00 | (8) ANNUAL FINANCIAL IMPACT<br>\$32,228.00  | (9) BUDGETED?<br>Yes |
| (10) AGENDA PLACEMENT<br>{ X } Consent    { } Presentation                      { } Hearing (Time Est. ____ )    { } Board Business (Time Est. ____ )  |  |   |                      |
| (11) EXECUTED DOCUMENTS<br>{ X } Resolutions    { } Contracts    { } Ordinances    { } N/A   |  |   |                      |
| (12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR)<br><br>N/A   |  | (13) BUDGET ADJUSTMENT REQUIRED?<br><br>{ } 4/5 Vote Required        { X } N/A  |                      |
| (14) LOCATION MAP<br><br>N/A   | (15) BUSINESS IMPACT STATEMENT?<br><br>No        | (16) AGENDA ITEM HISTORY<br><br>{ X } N/A    Date: _____  |                      |
| (17) ADMINISTRATIVE OFFICE REVIEW<br>Lisa Howe   |  |   |                      |
| (18) SUPERVISOR DISTRICT(S)<br>All Districts   |  |   |                      |

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Trevor Keith, Deputy Director, Planning and Building  
and Tami Douglas-Schatz, Director, Human Resources

VIA: James Bergman, Director, Planning and Building

DATE: 8/11/2015

SUBJECT: Submittal of a resolution amending the Position Allocation List for Fund Center 142 - Planning and Building to delete 2.0 FTE vacant Limited Term Planner positions and add 1.0 FTE Limited Term Supervising Planner and 1.0 FTE Limited Term Senior Planner position. All Districts.

## **RECOMMENDATION**

It is recommended that the Board approve, and direct that the Chairperson sign the resolution amending the Position Allocation List for the Planning and Building Department to delete 2.0 FTE vacant Limited Term Planner positions and add 1.0 FTE Limited Term Supervising Planner position and 1.0 FTE Limited Term Senior Planner position.

## **DISCUSSION**

In June 2015, 2.0 FTE Limited Term Planner positions became vacant. These vacancies have allowed the Department to re-evaluate the need for two higher level positions - one to oversee all of the County's current and future energy efficiency programs and one to manage the current and future portfolio of complex projects. Therefore, the Department is requesting to change 2.0 FTE vacant Limited Term Planner I-III's to 1.0 FTE Limited Term Supervising Planner position and 1.0 FTE Limited Term Senior planner position. The following is a breakdown of the energy efficiency programs covered by the approved Utility funding grant.

### **San Luis Obispo County Energy Watch Partnership**

Energy Watch is a partnership amongst the County of San Luis Obispo (County), Pacific Gas & Electric Company (PG&E), Southern California Gas Company (SoCal Gas), and participating cities and Community Service Districts (CSDs). Energy Watch is a comprehensive program that provides information to targeted customers regarding energy use and cost associated with facilities and infrastructure. This information is used to identify, finance and implement energy and cost savings measures, as well as track building performance. Energy Watch is also responsible for overseeing the monitoring and implementation of the County's EnergyWise Plan, which was adopted by the Board of Supervisors in November 2011 and aims to reduce greenhouse gas (GHG) emissions in accordance with state mandates.

The mission of Energy Watch Partnership is to reduce energy use, demand, and cost, and decrease GHG emissions in San Luis Obispo County. Energy Watch Partnership's vision is to be the primary and trusted resource promoting the wise use of energy in San Luis Obispo County. The Energy Watch Partnership is funded by California utility ratepayers under the auspices of the California Public Utilities Commission (CPUC) and administered through Pacific Gas & Electric (PG&E) and Socal Gas.

### Contract for Program Cycle 2015

The contract for the 2015 program cycle runs January 1 to December 31, 2015. For this program cycle, the County is administering the following Energy Watch Partnership programs:

**Community Service Districts Energy Management Program:** Through this program, Energy Watch staff is working closely with Community Service District (CSD) staff to inventory and benchmark the energy use and cost of building facilities and utility infrastructure and to develop customized energy action plans. Utilizing detailed information from comprehensive energy assessments, Energy Watch is helping CSDs select, finance, and implement projects that improve operations and reduce energy costs, use, and lower GHG emissions. Once projects are implemented, Energy Watch will continue to monitor CSD energy use and costs and track building performance over time.

**County Facilities Energy Management Program:** Through this program, Energy Watch staff is working closely with several County departments to create a comprehensive and verified inventory and database for all of the County's facilities and utility infrastructure. The database will enable Energy Watch to identify and track cost/energy saving opportunities, audit high energy cost/use buildings and infrastructure, and provide technical, financial, and project management support that helps build and install energy efficiency projects and equipment.

In coordination with General Services, Energy Watch is also facilitating the County's participation in PG&E's Sustainable Solutions Turnkey (SST) program. SST is a design-build energy efficiency retrofit initiative with 14 energy conservation measures at 11 County facilities and represents the largest energy efficiency retrofit project ever undertaken by the County. Implementation of SST measures will begin as early as fall 2015 and will result in annual savings of 213 kW; 1,947,013 kWh; 15,460 therms; 461 MTCO<sub>2e</sub>; and \$318,141. This will lead to a reduction of 7% in GHG emissions, 9% in energy use, and 11% in energy costs.

**Climate Services Program:** Through this program, Energy Watch staff support and coordinate the County's implementation of GHG reduction measures identified in the County's EnergyWise Plan. Furthermore, staff provides detailed tracking and reporting of the County's progress towards its goal of reducing GHG emissions 15% from 2006 levels by 2020.

**Commercial Direct Install Program:** To implement this program, Energy Watch and its third-party implementer, Staples Energy, conduct energy efficiency retrofits for small-to-medium businesses and provide higher incentive levels than offered elsewhere. The program provides commercial customers with a full service offering that includes free energy audits and reports, equipment installation, rebate processing, and quality assurance.

### Program Cycle 2016

The 2016 program cycle runs January 1 to December 31, 2016. The department anticipates bringing the 2016 contract for your Board's consideration in late October. For the 2016 program cycle, it will be proposed that the County continue to administer the programs referenced above and add the additional program below:

**Municipal Energy Management Program:** Through this program, Energy Watch staff will re-engage municipal staff to inventory and benchmark the energy use and cost of building facilities and utility infrastructure and to develop customized energy action plans. Similar to our CSD program, Energy Watch will coordinate free and comprehensive energy assessments and use the information therein to help Cities select, finance, and implement projects that improve operations and reduce energy costs, use, and lower GHG emissions. Once projects are implemented, Energy Watch will continue to monitor Cities energy use and costs and track building performance over time.

### Staffing Need

The requested Limited Term Supervising Planner position will provide for direct oversight and continued successful implementation of the Energy Watch Program. The request for a Limited Term Senior Planner position will enable the department to manage and implement the growing number of complex energy efficiency projects for the County and Community Service Districts, as well as to help develop and implement the Municipal Energy Management program in

2016. The positions for the Energy Watch Partnership will expire on December 31, 2015. The department will bring a request in November 2015 to renew this contract and extend these positions for the calendar year of 2016.

#### **OTHER AGENCY INVOLVEMENT/IMPACT**

The Administrative Office has been consulted on energy staffing options. Human Resources have reviewed the proposed duties to verify the proper classification and has prepared the resolution to amend the Position Allocation List.

#### **FINANCIAL CONSIDERATIONS**

The Energy Watch program cycle covers the calendar year of 2015. For the cycle of 2015, the San Luis Obispo County Planning and Building Department will receive \$386,500 from PG&E and \$37,010 from SoCal Gas to administer the Energy Watch Partnership and continue the activities listed above.

The net fiscal impact for the first six months of Fiscal Year 2015-2016 which ends December 31, 2015 is a maximum of \$16,114 as shown in the table below. The existing utility funding is available to offset 100% of the cost of these positions so no general funds will be used. The Department intends to bring a renewal contract to the Board prior to the current contract expiration date.

| Classification | Position            | Salary<br>(Six Months) | Benefits<br>(Six Months) | Total      | FTE       |
|----------------|---------------------|------------------------|--------------------------|------------|-----------|
| ADD            | Supervising Planner | \$46,083               | \$23,881                 | \$69,964   | 1.0       |
| ADD            | Senior Planner      | \$42,359               | \$22,633                 | \$64,992   | 1.0       |
| DELETE         | Planner I-III       | \$38,418               | \$21,003                 | (\$59,421) | (1.0)     |
| DELETE         | Planner I-III       | \$38,418               | \$21,003                 | (\$59,421) | (1.0)     |
| NET            |                     |                        |                          | \$16,114   | No Change |

#### **RESULTS**

The PAL change will allow direct oversight and continued successful implementation of the Energy Watch Program so that the Department to achieve our on-going obligations to the Energy Watch Partnership contract. These programs will reduce energy use by 1,044,730 kWh and 16,500 therms, and reduce energy use demand by 115 kW in our County through the calendar year of 2015. The term of these Limited Term positions will run concurrently with the Energy Watch Partnership contract.

#### **ATTACHMENTS**

1. Attachment 1: Human Resources PAL Resolution